

INFORMATION & COMMUNICATION TECHNOLOGY POLICY (STUDENTS YEARS 3-6)

Rationale

Information and Communication Technology (ICT) is utilised in schools for learning, teaching and administration. The availability of such resources provides the opportunity for schools to help students develop their full potential. ICT provides significant educational value but can pose risks regarding safety, personal reputation and corporate reputation.

In accordance with the teachings of the Catholic Church, the practice of communication must reflect the highest standard of accountability and sensitivity to human rights and relationships.

Definitions

'Information and Communication Technology (ICT)' means all hardware, software, systems and technology including the internet, email, telecommunications devices (*e.g. mobile phones*) and social media (*e.g. facebook*).

Defamation is the publication, declaration or broadcast of material that is capable of lowering a person in the estimation of others.

Harassment, Unlawful Discrimination, Victimisation and Bullying means unlawful behaviour as defined in the Catholic Education Commission policy statement 2-C4 'Harassment, Unlawful Discrimination, Victimisation and Bullying (Staff)'.

Social media refers to a group of internet based applications that allow users to share information and create communities.

Principles

1. The Ursula Frayne Catholic College ICT is utilised for educational purposes only.
2. At Ursula Frayne Catholic College ICT is a tool to support learning. Access to ICT can be removed if school rules are broken. Students using ICT must not break State or Commonwealth laws (a summary of these laws is an attachment to this Policy and forms part of this Policy).
3. The school has the right to check all written, graphic, audio and other materials created, produced, communicated, stored or accessed on ICT by students, including emails. This applies to school, student and family owned devices being used at school.
4. Students shall be made aware that access to ICT, particularly the internet, email and social media can expose them to inappropriate material or potential harm.

Procedures

1. Students understand that at (insert school name), ICT is utilised to support learning. Inappropriate or unlawful use of ICT will result in a loss of access to digital devices.
2. The acceptable and unacceptable use by students of the ICT are listed below.
 - 2.1. Acceptable use shall include but is not limited to:
 - following teachers' instructions
 - accessing only the information the teacher has agreed to
 - being polite and courteous when emailing and interacting on social media
 - researching information for a topic or assignment given by the teacher
 - correctly acknowledging the work of others according to copyright laws
 - respecting the privacy of others including other students and staff members
 - informing the teacher if you are concerned that you have accidentally accessed inappropriate material
 - handling all ICT equipment with care.
 - 2.2. Unacceptable use shall include but is not limited to:
 - using ICT without permission or without supervision by a teacher
 - visiting any site that has not been approved by the teacher
 - using the internet to access offensive or inappropriate information
 - interfering with emails or files belonging to others
 - disclosing passwords, usernames and other confidential information to other students
 - downloading anything without the teacher's permission
 - sending a personal photograph without the written permission of a parent/caregiver
 - sending or receiving a message which has a false name or has used another's name without permission
 - sending an email or posting to a social media site with the intent to bully, frighten, annoy or upset a person
 - accessing applications installed on student or parent owned devices, other than those recommended by the teacher, during school time.

Failure to Comply with the Policy on the Use of Information and Communication Technology

The use of the College ICT resources, is a privilege, not a right. Inappropriate use will result in a temporary or permanent cancellation of those privileges. Additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour.

If students are unsure about any issue in the College ICT policy it is their responsibility to seek clarification before they act.

Legal action may be taken if illegal acts are committed.

I understand that failure to observe the terms of this agreement is a breach of my Enrolment Agreement and may result in my access to the use of College ICT being restricted and, where appropriate, other sanctions being invoked.

I understand the above conditions and agree to abide by them when using ICT at Ursula Frayne Catholic College.

Student's Name: _____ Form: _____

Student's Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____